

**2007 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

Please return to:  
South Dakota Department of Health  
Office of Data, Statistics & Vital Records  
600 East Capitol Avenue  
Pierre, South Dakota 57501-2356  
Phone: 605-773-3361  
Fax: 605-773-5683

**Assisted Living Centers**

Please return by: **April 27, 2007**

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to assisted living center positions.

Assisted Living Centers	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> , 2007		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> , 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Certified Nursing Assistant						
Dietitian						
Licensed Practical Nurse						
Nursing Assistant						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Diploma)						
R.N. (Master's Degree)						
R.N. (No Separation)						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

**Hard to Fill Vacancies**

In the last 12 months have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)  
☐ No (**Please precede to the contact information at the end of the survey, complete the information and submit**)

- ☐ Certified Nursing Assistant  
☐ Dietitian  
☐ License Practical Nurse  
☐ Nursing Assistant  
☐ R.N. (Associate Degree)

- ☐ R.N. (Bachelor's Degree)  
☐ R.N. (Diploma)  
☐ R.N. (Master's Degree)  
☐ R.N. (No Separation)  
☐ None of the above

**OVER**

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

## Contact Information

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

\_\_\_\_\_  
Name (please print) Title ( )  
\_\_\_\_\_  
(Area Code) Telephone Number

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**State of South Dakota, Department of Health**

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**Certified End-Stage Renal Disease Facilities**

Please return by: **April 27, 2007**

Name of Facility: \_\_\_\_\_  
 Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
 \_\_\_\_\_  
 County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to certified end-stage renal disease facility positions.**

Certified End-Stage Renal Disease Facilities	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2007		Current total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Dietitian and Nutritionist						
Licensed Practical Nurse						
Medical Laboratory Technician/Clinical Laboratory Technician						
Medical Technologist/Clinical Laboratory Technologist						
Nephrologist						
Physician						
Physical Therapist						
Physical Therapist Assistant						
Psychologist						
Psychiatrist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Social Worker						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

**Hard to Fill Vacancies**

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please precede to the contact information at the end of the survey, complete the information and submit)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Dietitian and Nutritionist                     | <input type="checkbox"/> Nephrologist                 | <input type="checkbox"/> Psychiatrist             |
| <input type="checkbox"/> Licensed Practical Nurse                       | <input type="checkbox"/> Physician                    | <input type="checkbox"/> R.N. (Associate Degree)  |
| <input type="checkbox"/> Medical Lab Technician/Clinical Lab Technician | <input type="checkbox"/> Physical Therapist           | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Medical Technologist/Clinical Lab Technologist | <input type="checkbox"/> Physical Therapist Assistant | <input type="checkbox"/> R.N. (Master's Degree)   |
|   | <input type="checkbox"/> Psychologist                 | <input type="checkbox"/> Social Worker            |
|   |   | <input type="checkbox"/> None of the above        |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to-fill vacancies and employee turnover had on your facility? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg. TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

### **Contact Information**

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

\_\_\_\_\_  
Name (please print) Title ( )  
(Area Code) Telephone Number



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**Certified Home Health Agencies**

Please return by: **April 27, 2007**

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone  
No.: \_\_\_\_\_

**Staffing**

Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to certified home health agency positions.

Certified Home Health Agencies	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2007		Current Budgeted Vacancies as of Jan 31 <sup>st</sup> 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Certified Nursing Assistant						
Licensed Practical Nurse						
Occupational Therapist						
Occupational Therapist Assistant						
Physical Therapist						
Physical Therapist Assistant						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Social Worker						
Speech Pathologist/Speech-Language Pathologist						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

**Hard to Fill Vacancies**

In the last 12 months, have you had hard to fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please precede to the contact information at the end of the survey, complete the information and submit)

- ☐ Certified Nursing Assistant  
☐ License Practical Nurse  
☐ Occuapotional Therapist  
☐ Occupational Therapist Assistant  
☐ Physical Therapist  
☐ Physical Therapist Assistant

- ☐ R.N. (Associate Degree)  
☐ R.N. (Bachelor's Degree)  
☐ R.N. (Master's Degree)  
☐ Social Worker  
☐ Speech Pathologist/Speech-Language Path  
☐ None of the above

**OVER**

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

## Contact Information

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

\_\_\_\_\_  
Name (please print) Title ( )  
\_\_\_\_\_  
(Area Code) Telephone Number

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**State of South Dakota, Department of Health**

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**Clinics**

Please return by: **April 27, 2007**

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to clinic positions.**

Clinics	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2006		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2006		Turn Over* For Fiscal Year 2005	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Audiologist						
Cardiovascular Technician						
Cardiovascular Technologist						
Certified Nurse Midwife						
Certified Nurse Practitioner						
Certified Registered Nurse Anesthetist						
Clinical Nurse Specialist						
Diagnostic Medical Sonographer/Ultrasonographer						
Licensed Practical Nurse						
Medical Assistant						
Medical Lab Technician/Clinical Lab Technician						
Medical Technologist/Clinical Lab Technologist						
Medical Transcriptionist						
Nuclear Medical Technologist						
Occupational Therapist						
Physician						
Physician Assistant						
Physical Therapist						
R.N. (Associate Degree)						
R.N. (Diploma)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Radiation Therapist						
Radiological Technician						
Radiological Technologist						
Respiratory Therapist						
Speech Pathologist/Speech-Language Pathologist						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

**Hard to Fill Vacancies**

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.



## OVER

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please precede to the contact information at the end of the survey, complete the information and submit)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Audiologist                                     | <input type="checkbox"/> Medical Lab Technician/Clinical Lab Technician | <input type="checkbox"/> R.N. (Bachelor's Degree)                       |
| <input type="checkbox"/> Cardiovascular Technician                       | <input type="checkbox"/> Medical Technologist/Clinical Lab Technologist | <input type="checkbox"/> R.N. (Master's Degree)                         |
| <input type="checkbox"/> Cardiovascular Technologist                     | <input type="checkbox"/> Medical Transcriptionist                       | <input type="checkbox"/> Radiation Therapist                            |
| <input type="checkbox"/> Certified Nurse Midwife                         | <input type="checkbox"/> Nuclear Medical Technologist                   | <input type="checkbox"/> Radiological Technician                        |
| <input type="checkbox"/> Certified Nurse Practitioner                    | <input type="checkbox"/> Occupational Therapist                         | <input type="checkbox"/> Radiological Technologist                      |
| <input type="checkbox"/> Certified Registered Nurse Anesthetist          | <input type="checkbox"/> Physician                                      | <input type="checkbox"/> Respiratory Therapist                          |
| <input type="checkbox"/> Clinical Nurse Specialist                       | <input type="checkbox"/> Physician Assistant                            | <input type="checkbox"/> Speech Pathologist/Speech-Language Pathologist |
| <input type="checkbox"/> Diagnostic Medical Sonographer/Ultrasonographer | <input type="checkbox"/> Physical Therapist                             | <input type="checkbox"/> None of the above                              |
| <input type="checkbox"/> Licensed Practical Nurse                        | <input type="checkbox"/> R.N. (Associate Degree)                        |   |
| <input type="checkbox"/> Medical Assistant                               | <input type="checkbox"/> R.N. (Diploma)                                 |   |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

### **Contact Information**

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

(\_\_\_\_\_)\_\_\_\_\_  
(Area Code) Telephone Number

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**State of South Dakota, Department of Health**

Please return to:  
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600 East Capitol Avenue  
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Phone: 605-773-3361 Fax: 605-773-5683

**Community Health**

Please return by: **April 27, 2007**

Name of Facility: \_\_\_\_\_  
Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

Report full-time and part-time positions that are currently on facility payroll and/or contracted.  
Please note: The following questions apply only to prison health positions.

Community Health	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2007		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Licensed Practical Nurse						
Dietitian and Nutritionist						
Nutrition Educator						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Social Worker						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

**Hard to Fill Vacancies**

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please proceed to the contact information at the end of the survey, complete the contact information and submit)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Licensed Practical Nurse   | <input type="checkbox"/> R.N. (Associate Degree)  | <input type="checkbox"/> Social Worker     |
| <input type="checkbox"/> Dietitian and Nutritionist | <input type="checkbox"/> R.N. (Bachelor's Degree) | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Nutrition Educator         | <input type="checkbox"/> R.N. (Master's Degree)   |  |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

### **Contact Information**

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

\_\_\_\_\_  
Name (please print) Title (\_\_\_\_\_) Telephone Number  
(Area Code)

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**State of South Dakota, Department of Health**

Please return to:  
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600 East Capitol Avenue  
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**Dental Office**

Please return by: **April 27, 2007**

Name of Facility: \_\_\_\_\_  
Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please provide address where currently employed and coordinate with the other dentists at the location to fill out only one survey per dental office. Please note: The following questions apply only to dental offices.**

Dental Offices	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2007		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Dental Assistant						
Dental Hygienist						
Dentist						
Orthodontist						
Oral Surgeon						
Radiographers						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

**Hard to Fill Vacancies**

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)  
☐ No (**Please proceed to the contact information at the end of the survey, complete the contact information and submit**)
- |   |  |
|---|--|
| <input type="checkbox"/> Dental Assistant | <input type="checkbox"/> Oral Surgeon      |
| <input type="checkbox"/> Dental Hygienist | <input type="checkbox"/> Radiographers     |
| <input type="checkbox"/> Dentist          | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Orthodontist     |  |

**OVER**

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

\_\_\_\_\_  
Name (please print) Title ( )  
\_\_\_\_\_  
(Area Code) Telephone Number

**2007 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

Please return to:  
 South Dakota Department of Health  
 600 East Capitol Avenue  
 Pierre, South Dakota 57501-2356  
 Phone: 605-773-3361 Fax: 605-773-5683

**Federally Qualified Health Centers**  
**2007**

Please return by: **April 27,**

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted.**  
**Please note: The following questions apply only to federally qualified health center positions.**

Federally Qualified Health Centers	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2007		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Audiologist						
Cardiovascular Technician						
Cardiovascular Technologist						
Certified Nurse Midwife						
Certified Nurse Practitioner						
Certified Registered Nurse Anesthetist						
Clinical Nurse Specialist						
Diagnostic Medical Sonographer/Ultrasonographer						
Licensed Practical Nurse						
Medical Assistant						
Medical Laboratory Technician/Clinical Laboratory Technician						
Medical Technologist/Clinical Laboratory Technologist						
Medical Transcriptionist						
Nuclear Medical Technologist						
Occupational Therapist						
Physician						
Physician Assistant						
Physical Therapist						
R.N. (Associate Degree)						
R.N. (Diploma)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Radiation Therapist						
Radiological Technician						
Radiological Technologist						
Respiratory Therapist						
Speech Pathologist/Speech-Language Pathologist						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

**Hard to Fill Vacancies**

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

**OVER**

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please proceed to the contact information at the end of the survey, complete the contact information and submit)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Audiologist                                     | <input type="checkbox"/> Medical Lab Technician/Clinical Lab Technician | <input type="checkbox"/> R.N. (Bachelor's Degree)                       |
| <input type="checkbox"/> Cardiovascular Technician                       | <input type="checkbox"/> Medical Technologist/Clinical Lab Technologist | <input type="checkbox"/> R.N. (Master's Degree)                         |
| <input type="checkbox"/> Cardiovascular Technologist                     | <input type="checkbox"/> Medical Transcriptionist                       | <input type="checkbox"/> Radiation Therapist                            |
| <input type="checkbox"/> Certified Nurse Midwife                         | <input type="checkbox"/> Nuclear Medical Technologist                   | <input type="checkbox"/> Radiological Technician                        |
| <input type="checkbox"/> Certified Nurse Practitioner                    | <input type="checkbox"/> Occupational Therapist                         | <input type="checkbox"/> Radiological Technologist                      |
| <input type="checkbox"/> Certified Registered Nurse Anesthetist          | <input type="checkbox"/> Physician                                      | <input type="checkbox"/> Respiratory Therapist                          |
| <input type="checkbox"/> Clinical Nurse Specialist                       | <input type="checkbox"/> Physician Assistant                            | <input type="checkbox"/> Speech Pathologist/Speech-Language Pathologist |
| <input type="checkbox"/> Diagnostic Medical Sonographer/Ultrasonographer | <input type="checkbox"/> Physical Therapist                             | <input type="checkbox"/> None of the above                              |
| <input type="checkbox"/> Licensed Practical Nurse                        | <input type="checkbox"/> R.N. (Associate Degree)                        |   |
| <input type="checkbox"/> Medical Assistant                               | <input type="checkbox"/> R.N. (Diploma)                                 |   |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- ☐ Applicants lack the qualifications we want
- ☐ Lack of applicants
- ☐ Company/Industry doesn't pay enough
- ☐ Job entails shift work of undesirable hours
- ☐ Too much competition from other employers
- ☐ People with required skills don't want to relocate to this area
- ☐ Lack of resources to carry out effective recruitment
- ☐ Other (specify) \_\_\_\_\_
- ☐ Nothing
- ☐ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- ☐ Reduced continuity of care
- ☐ Reduced staff to patient ratio
- ☐ Difficulty meeting safety or health standards
- ☐ Reduction in services because of increased costs or lack of staff
- ☐ Increased training costs
- ☐ Increased hiring or recruitment costs
- ☐ Inability to fulfill paperwork requirements
- ☐ Burnout of existing staff
- ☐ Inability to terminate undesirable or marginal staff
- ☐ Lower qualification of new employees
- ☐ Administrative staff working direct care
- ☐ Reduced training for new employees
- ☐ Other (specify) \_\_\_\_\_
- ☐ Nothing
- ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- ☐ Offered higher pay
- ☐ Offered better benefits (health insurance, pension, holidays, time off)
- ☐ Offered signing bonuses
- ☐ Increased recruitment efforts (locally and different geographical areas)
- ☐ Increased Public Relations
- ☐ Increased training and development within workforce
- ☐ Changed work practices (flexible hours, work from home)
- ☐ Provided childcare support
- ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- ☐ Recruited people from other organizations
- ☐ Other (specify) \_\_\_\_\_
- ☐ Nothing
- ☐ Not applicable

### **Contact Information**

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?



<hr/>	<hr/>	<hr/>
Name (please print)	Title	( ) (Area Code) Telephone Number

**2007 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

Please return to:  
 South Dakota Department of Health  
 600 East Capitol Avenue  
 Pierre, South Dakota 57501-2356  
 Phone: 605-773-3361 Fax: 605-773-5683

**Hospitals**  
**2007**

Please return by: **April 27,**

Name of Facility: \_\_\_\_\_  
 Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
 County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to hospital positions.**

Hospitals	Current Total Budgeted Positions as of January 31 <sup>st</sup> , 2007		Current Total Budgeted Vacancies as of January 31 <sup>st</sup> , 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part time	Full Time	Part time
Accredited Record Technician						
Audiologist						
Cardiovascular Technologist						
Cardiovascular Technician						
Certified Coding Specialist						
Certified Dietary Manager						
Certified Nursing Assistant						
Certified Nurse Practitioner						
Certified Registered Nurse Anesthetists						
Chiropractor						
Clinical Nurse Specialist						
Diagnostic Medical Sonographers/Ultrasonographers						
Dietitian and Nutritionists						
Emergency Medical Technician						
Licensed Practical Nurse						
Massage Therapist						
Medical Assistants						
Medical Lab Technician/Clinical Lab Technician						
Medical Technologist/Clinical Lab Technologists						
Medical Transcriptionists						
Nuclear Medicine Technologists						
Nursing Assistant						
Occupational Therapist						
Occupational Therapists Assistant						
Paramedic						
Patient Care Technician						
Physician						
Physician Assistant						
Physical Therapist						
Physical Therapist Assistant						
Podiatrist						
Psychologist						
Psychiatrist						
Radiation Therapists						
Radiological Technicians						
Radiological Technologist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
R.N. (No Separation)						
Registered Record Administrator						
Respiratory Therapist						
Social Worker						
Speech Path/Speech-Language Path						
Surgical Technician/Operating Room Tech						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

## **Hard to Fill Vacancies**

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)  
☐ No (**Please precede to the contact information at the end of the survey, complete the information and submit**)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accredited Record Technician                      | <input type="checkbox"/> Medical Assistants                              | <input type="checkbox"/> Psychologist                      |
| <input type="checkbox"/> Audiologist                                       | <input type="checkbox"/> Medical Lab Technician/Clinical Lab Technicians | <input type="checkbox"/> Psychiatrist                      |
| <input type="checkbox"/> Cardiovascular Technologist                       | <input type="checkbox"/> Medical Technologist/Clinical Lab Technologists | <input type="checkbox"/> Radiation Therapists              |
| <input type="checkbox"/> Cardiovascular Technicians                        | <input type="checkbox"/> Medical Transcriptionists                       | <input type="checkbox"/> Radiological Technicians          |
| <input type="checkbox"/> Certified Coding Specialist                       | <input type="checkbox"/> Nuclear Medicine Technologists                  | <input type="checkbox"/> Radiological Technologist         |
| <input type="checkbox"/> Certified Dietary Manager                         | <input type="checkbox"/> Nursing Assistant                               | <input type="checkbox"/> R.N. (Associate Degree)           |
| <input type="checkbox"/> Certified Nursing Assistant                       | <input type="checkbox"/> Occupational Therapist                          | <input type="checkbox"/> R.N. (Bachelor's Degree)          |
| <input type="checkbox"/> Certified Nurse Practitioner                      | <input type="checkbox"/> Occupational Therapist Assistant                | <input type="checkbox"/> R.N. (Master's Degree)            |
| <input type="checkbox"/> Certified Registered Nurse Anesthetists           | <input type="checkbox"/> Paramedics                                      | <input type="checkbox"/> R.N. (No Separation)              |
| <input type="checkbox"/> Chiropractor                                      | <input type="checkbox"/> Patient Care Technician                         | <input type="checkbox"/> Registered Record Administrators  |
| <input type="checkbox"/> Clinical Nurse Specialist                         | <input type="checkbox"/> Physician                                       | <input type="checkbox"/> Respiratory Therapists            |
| <input type="checkbox"/> Diagnostic Medical Sonographers/Ultrasonographers | <input type="checkbox"/> Physician Assistant                             | <input type="checkbox"/> Social Worker                     |
| <input type="checkbox"/> Dietitian and Nutritionists                       | <input type="checkbox"/> Physical Therapist                              | <input type="checkbox"/> Speech Path/Speech-Language Path  |
| <input type="checkbox"/> Emergency Medical Technician                      | <input type="checkbox"/> Physical Therapist Assistant                    | <input type="checkbox"/> Surgical Tech/Operating Room Tech |
| <input type="checkbox"/> Licensed Practical Nurse                          | <input type="checkbox"/> Podiatrist                                      | <input type="checkbox"/> None of the above                 |
| <input type="checkbox"/> Massage Therapist                                 |  |  |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- \_\_\_\_ Applicants lack the qualifications we want
- \_\_\_\_ Lack of applicants
- \_\_\_\_ Company/Industry doesn't pay enough
- \_\_\_\_ Job entails shift work of undesirable hours
- \_\_\_\_ Too much competition from other employers
- \_\_\_\_ People with required skills don't want to relocate to this area
- \_\_\_\_ Lack of resources to carry out effective recruitment
- \_\_\_\_ Other (specify) \_\_\_\_\_
- \_\_\_\_ Nothing
- \_\_\_\_ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- \_\_\_\_ Reduced continuity of care
- \_\_\_\_ Reduced staff to patient ratio
- \_\_\_\_ Difficulty meeting safety or health standards
- \_\_\_\_ Reduction in services because of increased costs or lack of staff
- \_\_\_\_ Increased training costs
- \_\_\_\_ Increased hiring or recruitment costs
- \_\_\_\_ Inability to fulfill paperwork requirements
- \_\_\_\_ Burnout of existing staff
- \_\_\_\_ Inability to terminate undesirable or marginal staff
- \_\_\_\_ Lower qualification of new employees
- \_\_\_\_ Administrative staff working direct care
- \_\_\_\_ Reduced training for new employees
- \_\_\_\_ Other (specify) \_\_\_\_\_
- \_\_\_\_ Nothing
- \_\_\_\_ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

### **Contact Information**

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

_____	_____	(_____)_____
Name (please print)	Title	(Area Code) Telephone Number

# 2007 South Dakota Health Care Professional Workforce Survey

## State of South Dakota, Department of Health

Please return to:  
 South Dakota Department of Health  
 Office of Data, Statistics & Vital Records  
 600 East Capitol Avenue  
 Pierre, South Dakota 57501-2356  
 Phone: 605-773-3361  
 Fax: 605-773-5683

### Inpatient Chemical Dependency Facilities

Please return by: **April 27, 2007**

Name of Facility: \_\_\_\_\_

Address \_\_\_\_\_ of \_\_\_\_\_ Facility: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone  
 No.: \_\_\_\_\_

### Staffing

Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to inpatient chemical dependency facility positions.

Inpatient Chemical Dependency Facilities	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2007		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
CD Counselor						
Certified Nursing Assistant						
Dietitian and Nutritionist						
Licensed Practical Nurse						
Nursing Assistant						
Physician						
Psychologist						
Psychiatrist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Social Worker						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

### Hard to Fill Vacancies

In the last 12 months, have you had hard to fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)
- ☐ No (Please precede to the contact information at the end of the survey, complete the information and submit)
- ☐ CD Counselor                      ☐ Certified Nursing Assistant                      ☐ Dietitian
- ☐ License Practical Nurse

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Nursing Assistant | <input type="checkbox"/> Psychiatrist             | <input type="checkbox"/> R.N. (Master's Degree) |
| <input type="checkbox"/> Physician         | <input type="checkbox"/> R.N. (Associate Degree)  | <input type="checkbox"/> Social Worker          |
| <input type="checkbox"/> Psychologist      | <input type="checkbox"/> R.N. (Bachelor's Degree) | <input type="checkbox"/> None of the above      |

### OVER

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

### **Contact Information**

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

_____	( _____ )
Name (please print)	Title (Area Code) Telephone Number



**2007 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

Please return to:  
 South Dakota Department of Health  
 Office of Data, Statistics & Vital Records  
 600 East Capitol Avenue  
 Pierre, South Dakota 57501-2356  
 Phone: 605-773-3361  
 Fax: 605-773-5683

**Intermediate Care Facilities for the Mentally Retarded**  
 2007

Please return by: **April 27,**

Name of Facility: \_\_\_\_\_  
 Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
 County: \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note:  
 The following questions apply only to intermediate care facilities for the mentally retarded positions.

Intermediate Care Facilities for the Mentally Retarded	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2007		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Case Manager						
Certified Dietary Manager						
Certified Nurse Practitioner						
Certified Nursing Assistant						
Dietitian and Nutritionist						
Licensed Practical Nurse						
Nursing Assistant						
Occupational Therapist						
Occupational Therapists Assistant						
Pharmacist						
Pharmacist Technician						
Physician						
Physician Assistant						
Physical Therapist						
Physical Therapist Assistant						
Psychologist						
Psychiatrist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Restorative Aides						
Social Worker						
Speech Pathologist/Speech-Language Pathologist						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006.  
 It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

**Hard to Fill Vacancies**

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.



- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please proceed to the contact information at the end of the survey, complete the contact information and submit)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Case Manager                 | <input type="checkbox"/> Occupational Therapists | <input type="checkbox"/> R.N. (Associate Degree)      |
| <input type="checkbox"/> Certified Dietary Manager    | <input type="checkbox"/> Assistant               | <input type="checkbox"/> R.N. (Bachelor's Degree)     |
| <input type="checkbox"/> Certified Nurse Practitioner | <input type="checkbox"/> Pharmacist              | <input type="checkbox"/> R.N. (Master's Degree)       |
| <input type="checkbox"/> Certified Nursing Assistant  | <input type="checkbox"/> Pharmacist Technician   | <input type="checkbox"/> Restorative Aides            |
| <input type="checkbox"/> Dietitian and Nutritionist   | <input type="checkbox"/> Physician               | <input type="checkbox"/> Social Worker                |
| <input type="checkbox"/> Licensed Practical Nurse     | <input type="checkbox"/> Physician Assistant     | <input type="checkbox"/> Speech Path/Speech-Lang Path |
| <input type="checkbox"/> Nursing Assistant            | <input type="checkbox"/> Physical Therapist      | <input type="checkbox"/> None of the above            |
| <input type="checkbox"/> Occupational Therapist       | <input type="checkbox"/> Assistant               |   |
|   | <input type="checkbox"/> Psychologist            |   |
|   | <input type="checkbox"/> Psychiatrist            |   |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want  
b. ☐ Lack of applicants  
c. ☐ Company/Industry doesn't pay enough  
d. ☐ Job entails shift work of undesirable hours  
e. ☐ Too much competition from other employers  
f. ☐ People with required skills don't want to relocate to this area  
g. ☐ Lack of resources to carry out effective recruitment  
h. ☐ Other (specify) \_\_\_\_\_  
i. ☐ Nothing  
j. ☐ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- p. ☐ Reduced continuity of care  
a. ☐ Reduced staff to patient ratio  
b. ☐ Difficulty meeting safety or health standards  
c. ☐ Reduction in services because of increased costs or lack of staff  
d. ☐ Increased training costs  
e. ☐ Increased hiring or recruitment costs  
f. ☐ Inability to fulfill paperwork requirements  
g. ☐ Burnout of existing staff  
i. ☐ Inability to terminate undesirable or marginal staff  
j. ☐ Lower qualification of new employees  
k. ☐ Administrative staff working direct care  
l. ☐ Reduced training for new employees  
m. ☐ Other (specify) \_\_\_\_\_  
n. ☐ Nothing  
o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay  
b. ☐ Offered better benefits (health insurance, pension, holidays, time off)  
c. ☐ Offered signing bonuses  
d. ☐ Increased recruitment efforts (locally and different geographical areas)  
e. ☐ Increased Public Relations  
f. ☐ Increased training and development within workforce  
g. ☐ Changed work practices (flexible hours, work from home)  
h. ☐ Provided childcare support  
i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)  
j. ☐ Recruited people from other organizations  
k. ☐ Other (specify) \_\_\_\_\_  
l. ☐ Nothing  
m. ☐ Not applicable

### **Contact Information**

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

(\_\_\_\_\_)\_\_\_\_\_  
(Area Code) Telephone Number

**2007 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

Please return to:  
 South Dakota Department of Health  
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 600 East Capitol Avenue  
 Pierre, South Dakota 57501-2356  
 Phone: 605-773-3361  
 Fax: 605-773-5683

**Nursing Facilities**  
**2007**

Please return by: **April 27,**

Name of Facility: \_\_\_\_\_  
 Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_  
 County: \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and contracted. Please note: The following questions apply only to nursing facility positions.**

Nursing Facilities	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> , 2007		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> , 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Accredited Record Technician						
Certified Coding Specialist						
Certified Dietary Manager						
Certified Nurse Practitioner						
Certified Nursing Assistant						
Dietitian and Nutritionist						
Health Unit Clerk						
Licensed Practical Nurse						
Massage Therapists						
MDS Coordinator						
Nursing Facility Administrators						
Occupational Therapist						
Occupational Therapist Assistant						
Physician						
Physician Assistant						
Physical Therapist						
Physical Therapist Assistant						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
R.N. (No Separation)						
Restorative Aides						
Social Worker						
Speech Pathologist/Speech-Lang Path						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months have you had hard to fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (**Please check all occupations that apply (below) AND continue with the rest of the survey**)  
☐ No (**Please proceed to the contact information at the end of the survey, complete the information and submit**)

**OVER**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accredited Record Tech       | <input type="checkbox"/> MDS Coordinator              | <input type="checkbox"/> R.N. (Associate Degree)  |
| <input type="checkbox"/> Certified Coding Specialist  | <input type="checkbox"/> Nursing Facility Admin       | <input type="checkbox"/> R.N. (Bachelor's Degree) |
| <input type="checkbox"/> Certified Dietary Manager    | <input type="checkbox"/> Occupational Therapist       | <input type="checkbox"/> R.N. (Master's Degree)   |
| <input type="checkbox"/> Certified Nurse Practitioner | <input type="checkbox"/> Occupational Therapists      | <input type="checkbox"/> R.N. (No Separation)     |
| <input type="checkbox"/> Certified Nursing Assistant  | Assistant   | <input type="checkbox"/> Restorative Aides        |
| <input type="checkbox"/> Dietitian and Nutritionist   | <input type="checkbox"/> Physician                    | <input type="checkbox"/> Social Worker            |
| <input type="checkbox"/> Health Unit Clerk            | <input type="checkbox"/> Physician Assistant          | <input type="checkbox"/> Speech Path/Speech-Lang  |
| <input type="checkbox"/> License Practical Nurse      | <input type="checkbox"/> Physical Therapist           | Path  |
| <input type="checkbox"/> Massage Therapists           | <input type="checkbox"/> Physical Therapist Assistant | <input type="checkbox"/> None of the Above        |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

## Contact Information

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
(Area Code) Telephone Number

**2007 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

Please return to:  
South Dakota Department of Health  
600 East Capitol Avenue  
Pierre, South Dakota 57501-2356  
Phone: 605-773-3361 Fax: 605-773-5683

**Optometry Clinics**

Please return by: **April 27, 2007**

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please provide address where currently employed and coordinate with the other optometrists at the location to fill out only one survey per Optometry Clinic. Please note: The following questions apply only to Optometry Clinics.**

Optometry Clinics	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2007		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Optometrist						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

**Hard to Fill Vacancies**

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)  
☐ No (Please proceed to the contact information at the end of the survey, complete the contact information and submit)

☐ Optometrist ☐ None of the above

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

**OVER**

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

## Contact Information

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

\_\_\_\_\_  
Name (please print) Title ( )  
\_\_\_\_\_  
(Area Code) Telephone Number

**2007 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

Please return to:  
South Dakota Department of Health  
600 East Capitol Avenue  
Pierre, South Dakota 57501-2356  
Phone: 605-773-3361 Fax: 605-773-5683

**Pharmacy**

Please return by: **April 27, 2007**

Name of Pharmacy: \_\_\_\_\_

Address of Pharmacy: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to pharmacy positions.**

Pharmacy	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2007		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Pharmacist						
Pharmacy Technician						

\*Turnover Numbers: Is the number of employees who left your Pharmacy during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

**Hard to Fill Vacancies**

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)
- ☐ No (Please proceed to the contact information at the end of the survey, complete the contact information and submit)
- ☐ Pharmacist ☐ Pharmacy Technician

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. \_\_\_\_ Applicants lack the qualifications we want
- b. \_\_\_\_ Lack of applicants
- c. \_\_\_\_ Company/Industry doesn't pay enough
- d. \_\_\_\_ Job entails shift work of undesirable hours
- e. \_\_\_\_ Too much competition from other employers
- f. \_\_\_\_ People with required skills don't want to relocate to this area
- g. \_\_\_\_ Lack of resources to carry out effective recruitment
- h. \_\_\_\_ Other (specify) \_\_\_\_\_
- i. \_\_\_\_ Nothing
- j. \_\_\_\_ Not applicable

**OVER**

What impact, if any, have hard-to fill vacancies and employee turnover had on your Pharmacy? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

### **Contact Information**

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

\_\_\_\_\_  
Name (please print) Title (\_\_\_\_\_) Telephone Number  
(Area Code)



**2007 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

Please return to:  
South Dakota Department of Health  
600 East Capitol Avenue  
Pierre, South Dakota 57501-2356  
Phone: 605-773-3361 Fax: 605-773-5683

**Prison Health**

Please return by: **April 27, 2007**

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Staffing**

Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to prison health positions.

Prison Health	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2007		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Licensed Practical Nurse						
Patient Care Technician						
Physician						
Psychiatrist						
Psychologist						
R.N. (Associate Degree)						
R.N. (Diploma)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Radiological Technician						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006. It does not include the number of employees who were promoted or transferred within your facility.

**Hard to Fill Vacancies**

How many hours a week determines a full time staff position? \_\_\_\_\_

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

- ☐ Yes (Please check all occupations that apply (below) AND continue with the rest of the survey)
- ☐ No (Please proceed to the contact information at the end of the survey, complete the contact information and submit)
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Licensed Practical Nurse | <input type="checkbox"/> Psychologist             | <input type="checkbox"/> R.N. (Master's Degree)  |
| <input type="checkbox"/> Patient Care Technician  | <input type="checkbox"/> R.N. (Associate Degree)  | <input type="checkbox"/> Radiological Technician |
| <input type="checkbox"/> Physician                | <input type="checkbox"/> R.N. (Diploma)           | <input type="checkbox"/> None of the above       |
| <input type="checkbox"/> Psychiatrist             | <input type="checkbox"/> R.N. (Bachelor's Degree) |  |

**OVER**

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

a. ☐ Offered higher pay

b. ☐ Offered better benefits (health insurance, pension, holidays, time off)

c. ☐ Offered signing bonuses

d. ☐ Increased recruitment efforts (locally and different geographical areas)

e. ☐ Increased Public Relations

f. ☐ Increased training and development within workforce

g. ☐ Changed work practices (flexible hours, work from home)

h. ☐ Provided childcare support

i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)

j. ☐ Recruited people from other organizations

k. ☐ Other (specify) \_\_\_\_\_

l. ☐ Nothing

m. ☐ Not applicable

Thank you for your cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Area Code) Telephone Number

**2007 South Dakota Health Care Professional Workforce Survey**  
**State of South Dakota, Department of Health**

Please return to:  
**South Dakota Department of Health**  
**Office of Data, Statistics & Vital Records**  
**600 East Capitol Avenue**  
**Pierre, South Dakota 57501-2356**  
**Phone: 605-773-3361**  
**Fax: 605-773-5683**

**Rural Health Clinics**

Please return by: **April 27, 2007**

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone \_\_\_\_\_

No.: \_\_\_\_\_

**Staffing**

**Report full-time and part-time positions that are currently on facility payroll and/or contracted. Please note: The following questions apply only to rural health clinic positions.**

Rural Health Clinics	Current Total Budgeted Positions as of Jan 31 <sup>st</sup> 2007		Current Total Budgeted Vacancies as of Jan 31 <sup>st</sup> 2007		Turn Over* For Fiscal Year 2006	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Audiologist						
Cardiovascular Technician						
Cardiovascular Technologist						
Certified Nurse Midwife						
Certified Nurse Practitioner						
Certified Registered Nurse Anesthetist						
Clinical Nurse Specialist						
Diagnostic Medical Sonographer/Ultrasonographer						
Licensed Practical Nurse						
Medical Assistant						
Medical Lab Technician/Clinical Lab Technician						
Medical Technologist/Clinical Lab Technologist						
Medical Transcriptionist						
Nuclear Medical Technologist						
Occupational Therapist						
Physician						
Physician Assistant						
Physical Therapist						
R.N. (Associate Degree)						
R.N. (Diploma)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Radiation Therapist						
Radiological Technician						
Radiological Technologist						
Respiratory Therapist						
Speech Pathologist/Speech-Language Pathologist						

\*Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2006.

It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? \_\_\_\_\_

**Hard to Fill Vacancies**

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications, competition, undesirable hours, etc.

☐ Yes (Please check all with the rest of the survey) **OVER** occupations that apply (below) AND continue

☐ No (Please proceed to the contact information at the end of the survey, complete the contact information and submit)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Audiologist                                     | <input type="checkbox"/> Medical Assistant                          | <input type="checkbox"/> R.N. (Associate Degree)          |
| <input type="checkbox"/> Cardiovascular Technician                       | <input type="checkbox"/> Med Lab Technician/Clinical Lab Technician | <input type="checkbox"/> R.N. (Diploma)                   |
| <input type="checkbox"/> Cardiovascular Technologist                     | <input type="checkbox"/> Med Technologist/Clinical Lab Technologist | <input type="checkbox"/> R.N. (Bachelor's Degree)         |
| <input type="checkbox"/> Certified Nurse Midwife                         | <input type="checkbox"/> Medical Transcriptionist                   | <input type="checkbox"/> R.N. (Master's Degree)           |
| <input type="checkbox"/> Certified Nurse Practitioner                    | <input type="checkbox"/> Nuclear Medical Technologist               | <input type="checkbox"/> Radiation Therapist              |
| <input type="checkbox"/> Certified Registered Nurse Anesthetist          | <input type="checkbox"/> Occupational Therapist                     | <input type="checkbox"/> Radiological Technician          |
| <input type="checkbox"/> Clinical Nurse Specialist                       | <input type="checkbox"/> Physician                                  | <input type="checkbox"/> Radiological Technologist        |
| <input type="checkbox"/> Diagnostic Medical Sonographer/Ultrasonographer | <input type="checkbox"/> Physician Assistant                        | <input type="checkbox"/> Respiratory Therapist            |
| <input type="checkbox"/> License Practical Nurse                         | <input type="checkbox"/> Physical Therapist                         | <input type="checkbox"/> Speech Path/Speech-Language Path |
|  |   | <input type="checkbox"/> None of the above                |

What are the causes of your hard-to-fill vacancies? Please check all that apply.

- a. ☐ Applicants lack the qualifications we want
- b. ☐ Lack of applicants
- c. ☐ Company/Industry doesn't pay enough
- d. ☐ Job entails shift work of undesirable hours
- e. ☐ Too much competition from other employers
- f. ☐ People with required skills don't want to relocate to this area
- g. ☐ Lack of resources to carry out effective recruitment
- h. ☐ Other (specify) \_\_\_\_\_
- i. ☐ Nothing
- j. ☐ Not applicable

What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that apply.

- a. ☐ Reduced continuity of care
- b. ☐ Reduced staff to patient ratio
- c. ☐ Difficulty meeting safety or health standards
- d. ☐ Reduction in services because of increased costs or lack of staff
- e. ☐ Increased training costs
- f. ☐ Increased hiring or recruitment costs
- g. ☐ Inability to fulfill paperwork requirements
- h. ☐ Burnout of existing staff
- i. ☐ Inability to terminate undesirable or marginal staff
- j. ☐ Lower qualification of new employees
- k. ☐ Administrative staff working direct care
- l. ☐ Reduced training for new employees
- m. ☐ Other (specify) \_\_\_\_\_
- n. ☐ Nothing
- o. ☐ Not applicable

What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.

- a. ☐ Offered higher pay
- b. ☐ Offered better benefits (health insurance, pension, holidays, time off)
- c. ☐ Offered signing bonuses
- d. ☐ Increased recruitment efforts (locally and different geographical areas)
- e. ☐ Increased Public Relations
- f. ☐ Increased training and development within workforce
- g. ☐ Changed work practices (flexible hours, work from home)
- h. ☐ Provided childcare support
- i. ☐ Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
- j. ☐ Recruited people from other organizations
- k. ☐ Other (specify) \_\_\_\_\_
- l. ☐ Nothing
- m. ☐ Not applicable

### **Contact Information**

Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?

_____	_____	( _____ )
Name (please print)	Title	(Area Code) Telephone Number